

The Quill

NEWSLETTER

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LAST PRINTED NEWSLETTER

This is the last newsletter to be mailed in printed format. If you wish to continue to receive the newsletter please email quill@quill.com.au and we will add you to our mailing list.

SEASON GREETINGS

The Quill staff would like to wish season's greetings to all our clients for Christmas and the New Year. We value your support and look forward to working with you in 2002!



ONLINE BOOKING

We are pleased to announce that you can now use our website to make seminar bookings.

We hope this new facility will prove useful for individuals booking themselves into a course and particularly for those of you in a corporate environment who may be booking training on behalf of a number of your colleagues.

To make an on-line booking visit our web site (www.quill.com.au) and click the [Courses](#) button on our home page.

You will then see the current course schedule. Each date is a link to the first screen of the Online Booking Form for that course.

Application	Dec	Jan	Feb	Mar
Access 97/2000 Introduction 2 days \$440 per person		16-17	14-15	7-8

If the course is full (the booking form shows if positions are available) and there is no alternate course scheduled or the course just has a telephone symbol, you will be offered the opportunity to send us an expression of interest for that seminar and

you will be contacted by us to follow-up your request. Clicking on the course name will take you to the details of the course's content.

Online Booking Form

Personal details you provide to us will not be made available to other parties.

Red fields must be completed.

Access 97/2000 Introduction 14 Feb 2002 - 15 Feb 2002 9:00 am - 4:30 pm Positions Available	
Organisation	
Name	<input type="text"/>
Street PO Box	<input type="text"/>
Suburb	<input type="text"/>
State	<input type="text"/>
Postcode	<input type="text"/>

We hope the booking form is easy to use but would welcome any comments you might have about its appearance, content and/or ease of use.

5% DISCOUNT FOR ONLINE BOOKINGS

Note: Clients who book training courses online will automatically receive a 5% discount on our standard course rates.

MICROSOFT COURSES

COURSE 2126 - MANAGING A MICROSOFT WINDOWS 2000 NETWORK ENVIRONMENT (5 DAYS)

The goal of this five-day, instructor-led course is to provide the knowledge required by System Administrators, Network Administrators, and IT professionals who implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows® 2000 platform. These skills are generally required in medium to large size organisations that maintain 200 to 26,000 user desktops and servers, spanning 2 to 100 physical locations via Large Area Networks (LANs) and the Internet or Intranets. This course is designed for System Administrators, Network Administrators,

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AUTHORIZED TESTING CENTER



and IT Professionals that focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. The Technical Support specialist is a secondary audience for this course, and performs troubleshooting tasks, hardware and software installations, configurations, and upgrades, and performs some network and system operations tasks.

MCSA CERTIFICATION

Additionally, this course provides the skills and knowledge required by candidates for the new Microsoft Certified Systems Administrator (MCSA) qualification and who require to prepare for Microsoft exam **70-218: *Managing a Microsoft Windows 2000 Network Environment***.

In the Tasmanian context this is the best course to learn the required detail on Active Directory and networking services.

It covers topics such as:

- Overview of Active Directory
- Active Directory Logical Structure
- Active Directory Physical Structure
- Managing a Windows 2000 Network

BOOK REVIEWS

While we do not suggest using a book as a substitute to attending a course, many of our course attendees ask us to recommend books they can use as reference guides after undertaking training. In this issue, we look at three new books on Office XP.

Special Edition Using Office XP

Author: Bott, Ed; Leonhard, Woody
Publisher: Pearson Professional Education
ISBN 0789725134
Price: \$84.95



The authors, Ed Bott and Woody Leonhard, are both experienced, well-known computer journalists who have written books on previous versions of Microsoft Office.

This book is meant as an on-going reference in the use of Office XP, rather than for a one-time straight read-through. The book is divided into eight easily readable sections that provide step-by-step instructions for the reader. A nice feature is the inclusion of special "Tips", "Notes" and "Cautions" from the authors. There is a companion site for this book at www.quehelp.com/.

Microsoft Office XP Inside Out

Author: M Halvorson & M JYoung
Publisher: Microsoft Press
ISBN 0735612773 *Price:* \$110



These books are the successors to the popular *Running* books from Microsoft Press. This is a great reference to Office XP for the advanced users. Complete in one volume, this book gives you a thorough overview of Microsoft's popular productivity suite and its new knowledge-sharing features and functions. The book provides the information that advanced users really need with no beginner content included. It delivers in-depth information about each major Office XP application and tool.

Throughout the book you'll find a wealth of timesaving Office tips and tricks, troubleshooting techniques, and indexes, plus a CD-ROM that holds an electronic version of the book's text, handy Web links, sample macros and code, tutorials, utilities, and additional third party software.

Microsoft Office XP Step by Step

Author: Curtis Frye
Publisher: Microsoft Press International
ISBN 0735612943 *Price:* \$110.00



The Step by Step series by Microsoft Press has improved significantly. This book covers all of Office XP's powerful applications and new features, such as smart tags, task panes, integrated e-mail, document recovery, and send for review. There are other series titles, getting more detailed information on specific applications.

MOUS CERTIFICATION

Another big plus of the Office XP Step by Step series is that selected titles can help you prepare for the Microsoft Office User Specialist (MOUS) credential. To get the MOUS credential, you need to master a number of different areas. In the Step by Step series, it highlights the information that relates to MOUS certification. If you cover all the material in the book that is highlighted with the MOUS logo, there's a very good chance you can pass the test.

JANUARY DISCOUNT

We are pleased to announce the continuation of our traditional 15% discount for public training courses over the month of January. This tends to be a quiet time for most people, so a great time to catch up on training for the New Year. Please call Anna on 6231 0577 to discuss your training needs in January.

DIGITAL CAMERAS

Digital cameras are so popular that, when shopping for one, the first thing you see is the many sizes, shapes, styles, and types available. But, which camera is the best? There are three basic categories of digital cameras available:



FULLY AUTOMATIC POINT AND SHOOT CAMERAS

With a picture resolution below one million pixels are the least expensive cameras on the market. Generally priced below \$500, these cameras produce images that are less sharp than their more expensive relatives. Also, due to the lower resolution, these cameras are limited to producing 10x15 cm photographs while maintaining good picture quality.

However, that doesn't mean these cameras should be overlooked.

These have three key advantages:

- They are easy to use, so even beginning photographers can use them without too many problems.
- They are point and shoot, which means that there are no exposure adjustments or focusing required.
- Because of their low resolution, they are relatively quick to download, which makes them the best choice for sending photos to friends and family over the internet, or selling merchandise in internet auctions and classified ads.

MULTI-MEGAPIXEL CAMERAS

These cameras may cost a little more, but it's worth it. With over a million pixels, they produce sharper images than a low-resolution point and shoot camera. The higher resolution allows for large prints, about 20x25 cm, to be produced without sacrificing quality. They also generally come with more advanced features, including TTL (through-the-lens) focusing, and exposure control.

PROFESSIONAL DIGITAL CAMERAS

These cameras are designed like 35mm SLR cameras and offer all the control and flexibility found on professional 35mm cameras, including interchangeable lenses, complete exposure controls, manual focus and auto focus. Their picture resolution ranges from 2 million to over 6 million pixels, and they produce very sharp images. Unfortunately, they are also expensive and are difficult to operate.

POINTS TO KEEP IN MIND WHEN BUYING A DIGITAL CAMERA

- A digital camera should have at least 1MP of true optical resolution. That will be fine for web display or prints up to 10x15 cm. Here is a rough rule of thumb: 2MP will give you photos up to 15x38 cm, 3MP up to 20x25 cm, and 4MP up to 28x35 cm. Moreover, that even allows for a bit of cropping (excluding parts of the image you do not want) without degrading the image quality.
- If possible, check out the camera's menus. Some digital cameras make menu navigation difficult. Menus should be intuitive and easy to go through.
- Cross off any potential digital camera that has only a LCD monitor for pre-viewing. They are notorious for washing out in sunlight and you usually have to hold the camera in an uncomfortable position to use them. A well-designed digital camera has an optical viewfinder in addition to the LCD monitor for easy, eye-level viewing.
- Digital cameras that use standard floppy disks may seem like the ideal way to go but they cannot match the speed and resolution of most other cameras. If you are seriously considering buying a digital camera of this type, make sure there is a compelling reason why your images must be on floppies. There usually is not.
- Your digital camera should come with written documentation.
- Be prepared to buy a couple of sets of rechargeable AA NiMH (Nickel Metal Hydride) batteries and a good charger unless your digital camera comes with them or uses Lithium-Ion batteries. Alkaline AA's just will not cut it. It is a good idea to carry a spare set of rechargeable batteries.
- Transferring images to your computer can be a long and tedious process unless both camera and computer have USB. However, you can also get inexpensive memory card readers compatible with non-USB computers that speed the transfer process.
- Your pictures will only be as good as the printer they are output on. So plan to buy a decent photo-quality printer. Printers are like speakers in your stereo system.
- Speed on playback is more important than you may first think. Most modern digital cameras will give you an adequate shot-to-shot time (even if it is not fast) but some will make you wait forever to go through a "roll" of pictures.
- Get a good imaging program. Even though something may be bundled with your camera, it may not always be as easy to use or as versatile as a top-of-the-line product.

For further information see the following web sites: [Digital Camera Resource Page](#) and [About Cameras](#)

FROM THE HELP DESK

Do you have a tip or hint that you think others would like to know about? We would like to include it in our Tips and Techniques page. If you find it useful, other users will probably find it useful as well. Send in your tip to quill@quill.com.au, and if we publish your tip, you will receive a premium bottle of wine!

Q It is annoying that Word 97/2000 inserts every table with borders and I know that there is no way to change this default. Is there anything I can do?

A Immediately after inserting the table, press Ctrl+Alt+U. (It need not be immediately following insertion, the only pre-requisite is that the cursor is in the table.)

If you're using Windows 98 this combination will not work for you, because the system keyboard assignments for accents will override it. All is not lost! From the Tools select Customize Keyboard Category, All commands. Find TableUpdateAutoFormat and assign it to the keyboard combination of your choice.

Q In Project what is the Status Date?

A On the Project Information dialog box (Project | Project Information), there is a field called Status Date. Since many users don't know the purpose of this field, we'll explain one of its functions in this tip.

The Status Date lets you enter a date that represents the last date you fully updated your project with status or Actual Work information from your resources. Things such as Earned Value use this date for calculating its values. The ability to set a date other than Today for use in these calculations is important because almost no plan is updated up to the minute.

For example, if timesheets are due on Friday, you're probably doing well if you have them all in and processed into your plan by Monday afternoon. So even if you get the information into your plan by Monday afternoon, the data is already three days old. In a case like this, set the Status Date to Friday because that is when the information you insert is current. This way, Earned Value and Microsoft Project Progress Lines will not show the days between Friday and the following Monday when there was no work done.

Word Tip Editing Where You Left Off

Want to begin editing at the point where you were in the document when you last saved it? One simple way to get to where you left off is to open the document and press Shift-F5. This takes you to where you were when you last saved the document before closing it.

Q If I change some tiny aspect of a paragraph formatted in the List Number style the formatting of the numbered list falls apart!

A If you create a new style for numbered lists and in the New Style window you choose to base the style on (*no style*), you can alter things with it later as much as you like and the left indent and hanging indent will not be affected.

Photoshop Tip Airbrush tool

When using the Airbrush tool in Photoshop you can achieve a traditional airbrushed appearance by adjusting the tool options. Double-click on the Airbrush tool. In the Airbrush Options palette, change the Painting Mode to Multiply and set the brush pressure to 6 percent. This allows you to gradually build up layers of colour, and you'll have more control of the final outcome of your piece.

Access Tip Avoid entry mistakes by disabling AutoExpand.

When you type an entry in a combo box control Access will typically attempt to complete the entry. This is controlled by the Auto Expand property, which is set to Yes (-1) by default. Although such behaviour is helpful, it can cause problems if your value list contains several items that are close in spelling, since it's easy for users to accidentally let Access choose the wrong item. Set the control's Auto Expand property to No in Design View or using VBA to set the property equal to 0. The users are forced to type the entire entry or select an item from the dropdown list.

Q How can I quickly move to the last cell in a block of data in Excel?

A You can quickly move to the last cell in a contiguous block without leaving the current cell. You simply double-click the current cell's border; the border will determine the direction of the move. For instance, if you're in the middle of a large block of data and you want to move to the top cell within that block of data, simply double-click the top border of the current cell. If you want to move to the last cell to the right within that same block of data, double-click the current cell's right border. The same is true when moving to the left or down. Double-click the left or the bottom border of the current cell, respectively.

AccessTip Select just the controls you want in Design view.

When you're working on a form or report in Design view, you may often find that when you select controls you wind up selecting more than you intended. From the Tools menu select Options. Click on the Forms/Reports tab. Then, select the Fully Enclosed option button and click OK. From now on, the selection rectangle must surround a control in its entirety for it to be selected.

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APPLICATIONS COURSES

			DEC	JAN	FEB	MAR	COST (inc GST)
Access 97/2000	Accelerated	1 day			☎		\$205.00
Access 97/2000	Introduction	2 days	6-7	16-17	14-15	7-8	\$440.00
Access 97/2000	Intermediate	2 days	10-11		28 Feb – 1 Mar		\$440.00
Adobe GoLive	Introduction	1 day				11	\$225.50
Adobe InDesign	Introduction	1 day				13	\$225.50
Dreamweaver	Introduction	1 day			27		\$225.50
Excel 97/2000	Introduction	1 day	3	10	5	8	\$225.50
Excel 97/2000	Intermediate	1 day	14	22	21	27	\$225.50
Excel 97/2000	VBA-Macros	1 day			26		\$258.50
FileMaker Pro	Introduction	1 day		10			\$225.50
FrontPage 98/2000	Introduction	1 day		9	26	28	\$225.50
FrontPage 98/2000	Intermediate	1 day			21		\$225.50
Internet	Introduction	half-day	11(am)	11(am)		22(pm)	\$115.50
MYOB 10	Introduction	1 day	18		6	14	\$225.50
Outlook 98/2000	Introduction	half-day	11(pm)	25(am)	19(am)		\$115.50
PageMaker 6.5	Introduction	1 day			☎		\$225.50
PaintShop Pro	Introduction	1 day			22		\$225.50
PhotoShop	Introduction	1 day		21		20	\$225.50
PowerPoint 97/2000	Introduction	1 day	10	18	20	26	\$225.50
PowerPoint 2000	Advanced	1 day			28		\$225.50
Project 98/2000	Introduction	1 day		15	20	18	\$225.50
Project 98/2000	Intermediate	1 day	12	24		21	\$225.50
Publisher 98/2000	Introduction	1 day			18		\$225.50
Visual Basic	Programming	2 days			☎		\$489.50
Windows 95/98/2000/NT	Introduction	half-day	4(am)	11(pm)		22(am)	\$115.50
Word 97/2000	Introduction	1 day	5	14	4	12	\$225.50
Word 97/2000	Intermediate	1 day	17	24	25	25	\$225.50
Word 97/2000	Advanced	1 day	7	29		28	\$225.50
Word 97/2000	Templates & Forms	half-day	13(pm)	25(pm)		15(am)	\$115.50

☎ These courses are available on request.

The following courses are available on request. Please call us to discuss your needs.
All Microsoft Office 95 products, Access Accelerated 95 & 97, Claris HomePage, Lotus Notes, Lotus Organiser,
Office 97 (2 days), Office 98 (for Macs, 2 days), PageMaker Intermediate

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MICROSOFT OFFICIAL CURRICULUM

		DAYS	DEC	JAN	FEB	MAR	COST (inc GST)
WINDOWS 2000							
1560	Updating from NT4 to Windows 2000	5				4-8	\$2365
1561	Designing a Windows 2000 Directory Services Infrastructure	3			☎		\$1419
2028	Administering Windows 2000	3			☎		\$1419
2126	Managing a Microsoft Windows 2000 Network Environment	5				18-22	\$2365
2151	Windows 2000 Operating System Essentials	3				13-15	\$1419
2152	Implementing Microsoft Windows 2000 Professional and Server	5				25 Feb – 1 Mar	\$2365
2153	Implementing a Windows 2000 Network	3			☎		\$1419
2154	Implementing and Administering Windows 2000 Directory Services	5			☎		\$2365
EXCHANGE SERVER							
1572	Concepts & Administration Exchange Server 2000	5					\$2365
1026A	Concepts & Administration Exchange Server 5.5	3			☎		\$1419
SQL SERVER							
2071	Querying SQL Server 2000 with Transact-SQL	2					\$946
2072	SQL 2000 Administration	5				18-22	\$2365
2073	Programming a Microsoft SQL Server 2000 Database	3					\$1419
INTERNET PRODUCTS							
2295	Implementing and Supporting Microsoft Internet Information Services 5.0	3	19-21				\$1419
2159	Deploying and Managing Microsoft Internet Security and Acceleration	2	17-18			25-27	\$946
2095	Implementing Microsoft SharePoint Portal Server	3					\$1419
936B	Creating & Configuring a Web Server Using Microsoft Tools (For IIS 4.0)	3					\$1419
836	Secure Web Access Using MS Proxy Server 2.0	2					\$946
VISUAL BASIC 6.0							
1303	Mastering Visual Basic Fundamentals	5			☎		\$2365
1013	Mastering Visual Basic Development	5			☎		\$2365
2433	Visual Basic Scripting and Windows Script Host Essentials	3	10-12				\$1419

☎ These courses are available on request. NT 4.0, SQL 7.0 and Access training also available on request. Microsoft Official Curriculum courses cost \$473 per day. Discounts are available for group bookings.

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